

**ANNUAL REPORT MARCH 31, 2002**

**AMHERST HOUSING AUTHORITY  
33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS**

*Joan Ross Logan, Chair  
Peter Jessop, Vice-Chair  
Judy Brooks, Treasurer  
Judy Collins, Assistant Treasurer  
Mark Enoch, Member*

*Donna Crabtree, Executive Director*

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33 KELLOGG AVENUE  
AMHERST, MASSACHUSETTS 01002**

**ANNUAL REPORT AMHERST HOUSING AUTHORITY**

The Amherst Housing Authority respectfully submits its Annual Report to the citizens of the Town of Amherst, Ms. Jane Gumble, Director of the Department of Housing and Community Development, the Secretary's Representative of the U.S. Department of Housing and Urban Development, and State Auditor Joseph DeNucci for the year ending March 31, 2002.

The members and staff of the Amherst Housing Authority reaffirm their continued desire to serve all the citizens of Amherst, including those who reside in the several buildings that the Authority owns and also AHA tenants who reside in privately owned buildings in the Town of Amherst.

Sincerely,

Joan Ross Logan  
Chair

## **BOARD OF COMMISSIONERS**

The voters of the Town of Amherst elect four members of the Board at large and the Governor of the Commonwealth of Massachusetts appoints one member. All members serve five-year terms. The members establish policies regulating the operation of the Amherst Housing Authority. Regular Board meetings are held on the fourth Tuesday in the community room at Ann Whalen Apartments.

Current members of the Amherst Housing Authority Board of Commissioners are:

<b>Commissioner</b>	<b>Term Expiration</b>
Judy Brooks	April 2005
Mark Enoch	April 2002
Joan Ross Logan	April 2002
Peter Jessop	April 2004
Judy Collins	April 2006

At their annual meeting in April, Joan Logan was elected Chair, Peter Jessop Vice-Chair, Judy Brooks Treasurer, and Judy Collins Assistant Treasurer.

Members of the Authority's Board of Commissioners and staff members met with University of Massachusetts Chancellor Williams to discuss a Town/gown partnership to develop affordable housing.

Commissioners attended a number of meetings in support of the affordable housing proposal, Butternut Farm.

On the Authority's nomination, the Select Board appointed Peter Jessop as a representative to the Community Preservation Act Committee.

## **AMHERST HOUSING AUTHORITY STAFF**

In addition to the actual day-to-day management, maintenance, and administration of the Authority's programs, the AHA staff provides housing referrals and information to the general public and to local and state agencies and boards.

### Administrative Personnel

Executive Director	Donna Crabtree
Housing Manager	Nancy Schroeder
Director of Housing Programs	Paula Sayword
Section 8 Program Coordinator	Debbie Turgeon
Bookkeeper	Lowell LaPointe
Housing Inspector	Edward Cutting
Clerk	Juana Trujillo

### Maintenance Personnel

Maintenance Supervisor/Mechanic	Jerry Aldrich
Maintenance Laborer	John Summers
Groundskeeper/Custodian	Dana Glazier

### Contract or Grant-Funded Staff

Support Service Coordinator	Eunice Torres
Fee Accountant	Gary DePace
Counsel-State Programs	Maureen Ryan Wise, Esq.

## AMHERST HOUSING AUTHORITY HOUSING

NAME OF BUILDING	# OF UNITS	FUNDING TYPE	BUILDING NUMBER	DATE OF OCCUPANCY
<u>ELDERLY/ HANDICAPPED</u>				
Chestnut Court Apts.	30	State	667-1	1962
Ann Whalen Apts.	80	State	667-2	1975
Jean Elder House	23	State- Congregate	667-3	1980
<u>FAMILY</u>				
Watson Farms Apts.	15	Federal	085-1	1982
Stanley St.	2	State	705-2	1988
Jenks St.	4	State	705-3	1989

Olympia Drive	4	State	705-1	1992
Fairfield St.	6	State	705-1	1992
Bridge St./ Market Hill	6	State	705-1	1992
<b>HANDICAPPED</b>				
John C. Nutting	5	State	689-1	1981
Moreau House	8	State	698-2	1990

### **RENTAL ASSISTANCE PROGRAMS UNDER CONTRACT**

<b>NAME OF PROGRAM</b>	<b>UNITS</b>	<b>TYPE</b>
Section 8 Rental Voucher Program	413	Federal
Mass. Rental Voucher Program	38	State
Alternative Housing Voucher Program	38	State

### **AMHERST HOUSING AUTHORITY HIGHLIGHTS**

The Housing Authority revised its Annual Agency Plan with the assistance of a Resident Advisory Committee. The plan includes a mission statement, goals and objectives, and numerous policies and budgets. It is available for public review in the Authority offices, in the Planning Department at Town Hall, and in the Jones Library. The Agency Plan was submitted to the U. S. Dept. of Housing and Urban Development (HUD) for approval.

The Authority received notification from HUD that its request for additional Section 8 Housing Choice Vouchers was approved. The Authority received fifty additional vouchers for eligible lower-income elders, families, and persons with disabilities. The Authority was also successful in its attempt to increase the Section 8 Fair Market Rent levels above 120% for the Town.

In an ongoing effort to develop re-use plans for the Jean Elder House, the Authority leased the eight-bedroom unit to Multi Cultural Services of Pioneer Valley, Inc. The program provides a residential service for low-income persons with developmental disabilities.

Renovations of the first-floor community room and entrance to Ann Whalen Apartments feature a mural by Deborah Savage, depicting the Amherst farmers' market.

The AHA continues to improve its existing management, maintenance, and rental assistance programs and to emphasize preventative maintenance.

### **Maintenance/Capital Improvements**

The maintenance staff prepared 29 vacancies for occupancy and completed 695 work orders. The staff also maintains the grounds and buildings at the Authority's eleven properties.

In September, the Authority submitted three capital improvement applications for funding by the state. They include kitchen upgrades for Chestnut Court Apartments, ventilation improvements at Ann Whalen Apartments, and re-roofing at John C. Nutting Apartments.

### **Management**

In 2001, the U. S. Department of Housing and Urban Development designated the Authority, yet again, as a high performer. We received a 98% score on the HUD's Public Housing Assessment System Program. This program evaluates Housing Authorities in four areas: physical inspections of property, financial reporting, resident satisfaction, and management capability.

The Authority renewed its contract for Executive Director services with the Hampshire County Regional Housing Authority.

The Authority processed 775 new applications during the year and maintained combined waiting list total of 473 applicants.

AHA staff processed 165 income recertifications and leased 29 new households residing in AHA-owned property.

### **Rental Assistance Programs**

The AHA administers three rental assistance programs: the Section 8 Housing Choice Voucher Program funded by the U.S. Department of Housing and Urban Development (HUD); the Massachusetts Rental Voucher Program (MRVP) and the Alternative Housing Voucher Program (AHVP), both funded by the Department of Housing and Community Development. The latter two programs permit eligible households to occupy privately owned units. The Authority pays part of the monthly rent directly to the owner. Over 90 local owners participate in the programs.

On the Section 8 program, AHA staff issued 129 Section 8 Housing Choice vouchers, completed 490 income recertifications and leased 59 new families on the program. The Authority also completed 35 MRVP and 16 AHVP income recertifications and leased 10 new families on these two programs.

Section 8 staff organized a breakfast meeting and workshop for property owners and managers. They also held a forum to discuss the Section 8 program with representatives of social service, municipal, and housing agencies in Hampshire County.

### **Resident Services**

The Support Service Program, through its Coordinator, arranges for counseling, individual assessments, support, and crisis intervention to elderly/handicapped residents. The program also provides a number of educational forums for residents.

Tenants of Ann Whalen Apartments formed a very successful tenant organization. The Organization sponsors meetings, workshops, and social events for all Ann Whalen residents.

Three Section 8 families graduated from the Family Self-Sufficiency Program; one of these families is currently negotiating the purchase of a new home. The Family Self-Sufficiency Program (for residents of Watson Farms Apartments and participants in the Section 8 program) attempts to make families economically independent by utilizing existing private and public resources and integrating them into individual training and service plans.

